



Job Description

Job Title: Custodian
Non-Exempt
Full Time/Part Time

Job Summary

The position is responsible for performing a variety of cleaning and housekeeping duties in the office and/or production floor environment. To assist in and helping to maintain the overall cleanliness of the facility.

Essential Functions:

The primary duties and responsibilities of the custodian consist of, but are not limited to:

- Maintain cleanliness of office areas, lobby, restrooms, inspection lab, or production floor as directed by supervisor/management.
- Empties trash, recycling, clears debris, vacuums, dust, and mop as required.
- The ability to operate, with provided training, a powered walk behind floor scrubber.
- Monitoring inventory of cleaning supplies and the ability to create periodic lists of cleaning supplies to be purchased.

Qualifications:

- Education
 - High School Diploma or GED (preferred)
- Previous Housekeeping/Environmental Service experience (preferred)

Desired Skills :

- General knowledge of building cleaning practices, supplies, and equipment.
- Ability to read, write, and understand oral and written directions.
- Ability to work independently.

Accountabilities

- Facilitate a continuous improvement culture
- Foster a team oriented quality ownership culture
- Ensure compliance to QMS requirements
- Ensure facility wide cleanliness and appearance standards are maintained
- Ensure compliance to OSHA and P&F safety requirements

Authorities

- Stop processes & shipments due to quality concerns if necessary
- Communicate to Management issues with product and process conformance
- Identify and implement cleaning resources and activities

Competencies

- Ability to work with limited to no onsite supervision.
- Working knowledge of OSHA & SDS requirements
- Working knowledge of waste disposal requirements and practices